

# Office Computer Applications Certificate of Achievement Coursework Roadmap

**Instructions:**

Complete the 16-17 units outlined below. Be sure to work with a counselor to assure completion of this certificate.

1. Take OFADM 202 or OFADM 301 & OFADM 302.
2. Take OFADM 353.
3. Take OFADM 262.
4. Take OFADM 316.
5. Take OFADM 259.
6. Take OFADM 260.
7. Take OFADM 231.
8. Take OFADM 363.
9. Take OFADM 305.<sup>1</sup>
10. Take OFADM 261.
11. Take OFADM 317.

<sup>1</sup> OFADM 305 is only offered in Spring Semester.

**Course Selections:**

Units

Term

1. OFADM 202 or (301 & 302)	<u>2 or 3</u>	_____
2. OFADM 353	<u>1</u>	_____
3. OFADM 262	<u>1</u>	_____
4. OFADM 316	<u>1</u>	_____
5. OFADM 259	<u>1</u>	_____
6. OFADM 260	<u>1</u>	_____
7. OFADM 231	<u>3</u>	_____
8. OFADM 363	<u>1</u>	_____
9. OFADM 305	<u>3</u>	_____
10. OFADM 261	<u>1</u>	_____
11. OFADM 317	<u>1</u>	_____

**Expected Term of Completion**

16-17

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